

Facilities Maintenance Coordinator

Looking for a [great](#) place to work? Are you interested in joining one of [Canada's top employers](#)?

Do you thrive in an environment where you are on the go...all day! Do you have experience in a maintenance related role where you are known as the "Jack or Jill" of all trades? Are you known in your network as the person that can fix anything? Are you a natural at building relationships?

If you answered "Yes", then keep on reading as we may have the perfect position for you!

Our 56,000 sq. ft. facility, which we renovated from an old factory, has won us a few awards as one of Canada's top eco-friendly employers. Working closely with our Facilities team, the Facilities Maintenance Coordinator is responsible for ensuring the smooth operation of our state of the art, innovative, open concept facility as well as providing administrative support and exceptional customer service.

The Facilities Maintenance Coordinator is best known for providing and coordinating the maintenance and improvement of the organization's facilities, ensuring a safe and healthy workplace for all employees.

What you will deliver on:

- Maintain internal office and facilities, external property and grounds keeping and overall work environment requirements
- Coordinate and complete building repairs, maintain all assets and equipment (including plumbing)
- Manage and perform various cleaning and custodial work
- Perform regular testing and inspections for internal generator and fire protection systems
- Maintain facilities department records and information ensuring accuracy and attention to detail
- Execute monthly safety inspections
- Trouble shoot and resolve employee requests

What you will bring to this role:

- Minimum 2 years proven experience in a Maintenance or Custodial role
- Course certification and/or equivalent work experience and training would be considered an asset
- Understanding of plumbing and mechanical systems
- Ability to lift and move materials and equipment
- Excellent interpersonal skills with the ability to quickly develop business relationships
- Solid communication skills, both written and verbal
- Ability to multi-task, work efficiently and effectively managing multiple priorities
- Strong attention to detail and accuracy
- Solid time management and organizational skills
- Demonstrated ability to problem solve with a proactive approach
- Must have a reliable vehicle and a valid driver's license
- Ability to be on-call as required for after hours emergencies





We work hard, play hard and have a ton of fun along the way! If you are interested in joining a [growing organization](#) that has a unique culture, then we would love to hear from you!

A little bit about us:

We are very proud of our [unique culture](#) at CWB National Leasing. What sets us apart is our people, they are a really big deal! Did we mention: on-site gym, fitness studio, staff lounge, Zen Zone, nap room, and many other fabulous perks? For more information about working for CWB National Leasing, please visit our [website](#) and be sure to check us out on social media to see what we're up to!

Can't wait to apply?

If you believe you are the person we're looking for, be sure to let us know why you would be a great fit for CWB National Leasing. Go ahead and get creative with your application. Introduce yourself; tell us your story and your past adventures. We look forward to hearing from you and the conversations ahead!

Over to you!

Please visit cwbnationalleasing.com/en/careers to upload your cover letter and resume before **February 12, 2019**.

Don't forget to include the job number in your cover letter along with your salary expectation and please address your application with attention to Laine Jubinville, Talent Acquisition Leader.

If you aren't the right person for this role but you know someone who is, please feel free to share amongst your network!

We thank all applicants for their interest in this opportunity; however only those selected for an interview will be contacted.

CWB National Leasing only accepts resumes via online application. If you choose to submit your resume by any other means, we cannot guarantee that your application will be considered. CWB National Leasing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To all recruitment agencies: CWB National Leasing does not accept unsolicited resumes or candidate profiles and are not responsible for any fees related to unsolicited resumes.

